

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

CARPENTER

KBIC Housing Department
Full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ Personnel statement
- ☐ Current Resume'
- ☐ Minimum of 3 Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

CARPENTER

Full-time, Non-exempt position

LOCATION:

KBIC Housing Department
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Lead Carpenter/Supervisor

SALARY:

Grade 7 (minimum starting wage = \$19.47/hr)

SUMMARY:

A carpenter is a craftsman with skill and experience in doing carpentry work efficiently and under direction of the Lead Carpenter/Supervisor, performing more advanced carpentry activities. The carpenter produces projects as planned, with a high level of quality. The carpenter carries out jobsite tasks, including protection of property and job-site cleanliness. The carpenter performs all aspects of carpentry labor. The carpenter must have the basic carpenter tools to perform the job. The carpenter must be well organized in all aspects of the job.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

QUALIFICATIONS:

- High school Diploma or GED equivalent.
- Minimum of four (4) years in all phases of residential / commercial construction.
- Must have hand and basic tools.
- Must be able to read blueprints.
- Must be able to understand verbal and written instructions.
- Must be able to envision all steps in assigned tasks.
- Must be able to draw appropriate sketches to communicate details to employees, and others.
- Possess knowledge of KBIC building code requirements, residential/commercial construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, and safety.
- Possess knowledge of basic mechanical, electrical, plumbing requirements.
- Must be proficient at the following tasks: stain-grade trim work, hang doors, drill and set door hardware, set windows, and layout for stairs and common rafters.
- Possess mathematical skills and analytical skills necessary to do material estimates.

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- Must be adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during the project and permit prompt resolution of problems and conflicts as they occur.
- Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles. Must sign KBIC Driving Record Check form.
- Must be able to use the required tools and equipment used in assigned projects.
- Must possess and demonstrate safe work methods and safety practices pertaining to the work.
- Must be able to organize assigned tasks, for completion alone or with help.
- Must be able to complete and fulfill paperwork required for personal time sheets in a timely manner.
- Must be able to perform maintenance on a variety of equipment and hand and power tools used in the work.
- Must demonstrate sound record keeping practices.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

DUTIES AND RESPONSIBILITIES:

- Installs foundations, walls, floors, ceilings, and roofs using materials such as: wood, steel, metal, concrete, plastics, and composites of multiple materials.
- Fits and installs window frames, doors, doorframes, door hardware, and interior and exterior trim using a carpenter's level, plumb bob, and laser levels.
- Installing wooden structures such as roofing frames, rafters, partitions, joists and stud work
- Builds or repairs cabinets, doors, frameworks, handicap ramps, floors, or other wooden fixtures used in buildings, using woodworking machines, hand tools, or power tools.
- Installs drywall and insulation including taping, mudding, and sanding.
- Erects scaffolding and ladders for assembling structures above ground levels.
- Understand specifications in blueprints, sketches, or building plans to prepare project layouts and determine the dimensions and materials required.
- Repair or build foundations and basements for units including drain tile.
- Repair or replace roofing.
- Prep and paint walls
- Shapes or cuts materials to specified measurements, using hand tools, machines, or power saws.
- Assembles and fastens materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.
- Removes damaged or defective parts or sections of structures and repairs or replace, them using hand tools.
- Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Repair or replace water heaters, furnaces, and ductwork.
- Moves necessary materials around the site as assigned.

- Cleans up worksite debris. Follows established safety rules, and regulations, and maintains a safe and clean environment.
- Provide emergency on-call support as needed, including responding to urgent calls and addressing time-sensitive issues outside of regular business hours.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression illustrating duties shall not be held to exclude other duties not mentioned that are similar of level difficulty.

Distribution Date: October 15, 2026

Closing Date: October 29, 2026 @ 4:00 P.M.

TERO Approval: <u>Debra Piccio</u>
Reviewed for barriers only!
Date: <u>10/15/2024</u>